

Flathead County, Montana

Range: 12

Code: 0165

### Research Technician

#### NATURE OF WORK

Positions in this class provide administrative and physical support system to the Extension Agent related to the research project. Tasks performed require close attention to deadlines and accuracy in providing assistance. Data must be collected and compiled according to specific guidelines. Scientific protocol will be established by supervisor.

Once initial job assignments are learned, they are performed with a considerable amount of independence. Positions in this class will be responsible for assisting others in the office periodically. The workload may change from day to day depending upon needs of the supervisor. Some positions may be responsible for training and coordinating the activities of volunteers.

Technicians will work closely with agriculture producers and the public. This requires patience, tact and diplomacy to remain calm and courteous at all times.

#### DISTINGUISHING CHARACTERISTICS

The technician travels to the research sites and physically collects data from trials. This individual is able to create tables and formats from this data that demonstrate the status of the project. Positions are distinguished by horticulture knowledge, ability to conduct research and skill at creating outreach materials.

#### REPRESENTATIVE EXAMPLES OF WORK

Ability to independently drive to research sites across Flathead and neighboring counties. Employee will exhibit skill at taking accurate measurements and data, successful and timely reporting to donors, coordination of volunteers, ability to develop outreach materials. Proficiency at organizing duties and projects in the office. Proven strengths in multi tasking – phone, email, internet searches and prioritizing research duties.

Performs related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily

demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

#### **FACTORS COMMON TO ALL POSITIONS:**

##### **Knowledge of:**

- \* Horticulture
- \* the operation of computer keyboards.
- \* Excel
- \* Microsoft Word
- \* Quick books
- \* the procedures involved in the accurate maintenance of files and records.
- \* the procedures used in the department where the position is functioning as these procedures pertain to the position's responsibilities.

##### **Skill in:**

- \* accurately posting or recording information and maintaining filing systems.
- \* dealing with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.
- \* Obtaining measurements and data from research trials.
- \* Compiling data into monthly reports for evaluation purposes.
- \* Creating and disseminating outreach materials for agriculture producers.
- \* Completing quarterly reports for donors.
- \* Answering phone calls and meeting with constituents to allow PI to conduct research.
- \* Other educational and research based activities as needed.

##### **Ability to:**

- \* operate typewriters or computer keyboards.
- \* establish and maintain effective working relationship with supervisor, co-workers, other county employees, representatives of public and private agencies, and the general public.
- \* provide backup assistance to other positions in the office.
- \* express ideas and convey information accurately, over the phone, or face to face.
- \* read, understand, and follow oral and written instructions.
- \* Willingness to get dirty and work outside in inclement weather conditions
- \* Flexibility in work schedule

#### ADDITIONAL FACTORS FOR SELECT POSITIONS:

- \* Operate a county vehicle in adverse weather conditions. The ability to lift and carry up to 50 lbs, negotiate stairs and walk between buildings in adverse weather conditions.
- \* Possess a valid Montana driver's license, a safe driving record and proof of the ability to carry private automobile insurance.
- \* A Bachelors Degree or equivalent experience

Action	Date	Reference
Adopted	5/10/10	Commissioners' Minutes